

Recycling Public Advisory Council

Meeting Agenda

Wednesday, April 27, 2011

1:30 p.m. to 3:30 p.m.

**DNREC Lewes Field Office
901 Pilottown Road
Lewes, DE 19958**

- I. Call to Order, Introductions
- II. Public Comments (20 minute cap, priority given to written comments)
- III. Approval of Minutes from March 23, 2011 meeting
- IV. Recycling Industry Reporting Requirements
- V. Recycling Grant/Loan Program Update
- VI. Outreach and Education
- VII. Recycling Market Update
- VIII. Old/New Business
- IX. Additional Public Comments
- X. Next Meeting May 25, 2011, Department of Finance, 820 Silver Lake Blvd.,
Dover, DE 19901
- XI. Adjourn

Item	Event	SB 234 Due Date	SB 234 Line # (Engrossed)	Notes/Status/Work Projection
1	Administration, DNREC and RPAC collaborate to expand membership	ASAP (complete)	230	RPAC met on 8/18/2010 in Dover. The following subcommittees were formed: Outreach & Education; Reporting Guidance; Grant/Loan Guidance; Administrative Committee. Some subcommittees met before 9/22/10 RPAC meeting. The Grant/Loan Guidance Subcommittees met on 10/11/10 to discuss comments generated as a result of the subcommittee's review of the document. The RPAC members provided comments at the 10/27/10 meeting. Those comments are being reviewed. The Grant/Loan guidance document was sent out to stakeholders and the public for comments due no later than 11/12/10. Comments were received and evaluated. A final document was presented to the RPAC at the 11/17/2010 meeting and received final approval. The Reporting Guidance subcommittee released the Reporting Guidance document for public comment on 11/30/2010; comments were due to the SHWMB by 12/14/2010. A finalized draft of the document was presented to the RPAC at their 12/15/2010 meeting.
2	RPAC Annual Reports commence	11/1/2010 (complete)	263	Report preparation began 8/1/2010. A draft was presented to the RPAC at the 09/22/2010 meeting. The report was discussed at the 10/27/10 RPAC meeting. The 9 th Annual RPAC Report was approved by the RPAC and will be distributed electronically to legislators.
3	RPAC Reporting Guidance due	12/1/2010 (complete)	203	Development of guidance began 7/2010 and will include input from stakeholders. RPAC Reporting Guidance subcommittee is working to develop the guidance document. A draft version of this document was discussed at the RPAC meeting on 11/17/2010. The RPAC Reporting Guidance was released for public comment on 11/30/2010. All comments were due back to the SHWMB by 12/14/2010. A finalized draft will be presented to the RPAC at their 12/15/2010 meeting for discussion.
4	Bottle Fee Begins	12/1/2010 (complete)	355	Coordination of fee collection with Revenue began in 7/2010. Development of educational materials began in 7/2010. Education will begin no later than 10/2010. The Department is participating in meetings with many of the bottle stakeholders to discuss the transition from the bottle deposit to the bottle fee. Bottle stakeholders reviewed educational materials developed by DNREC and provided additional information based on discussions. Outreach materials were finalized at the 10/25/10 stakeholders meeting. Division of Revenue has contacted retailers to inform them of the licensing requirement for bottle fee and educate them as to the monthly fee submission requirement. A DNREC/Div. of Revenue joint press release was issued announcing to consumers the conversion from the .05 deposit to the .04 fee on bottles starting 12/01/ 2010. Other outreach materials were provided to retailers before 12/01/2010 for distribution to customers. The Division of Revenue will be sending out follow up postcards to retailers to ensure they are aware of their need to submit the .04 per bottle fee to Revenue by the 20 th of the following month. Retailers were required to submit recycling fees on Thursday, January 20 to the Division of Revenue. DNREC will work closely with Revenue to determine reporting compliance and to obtain reports on revenue generated. A press release was issued alerting the public that they have 1 week to return any bottles for refund of deposit they paid prior to 12/01/2010.
5	Controller General Approval for recycling fund expenditures	12/1/2010 (complete)	155	Early approval is necessary for announcement of Grant/Loan Program. The SHWMB has met with Bob Z to discuss the spending plan. Modifications were made and the plan was sent to OMB for approval. The SHWMB has met with DNREC's Financial Services to address questions raised by OMB regarding the memo.
6	Consumer Deposit recovery ability ends	2/1/2011 (complete)	386	Development of educational materials began in 7/2010. Education will begin no later than 12/2010. Outreach materials were provided to retailers before 12/01/2010 for distribution to consumers. The SHWMB staff continues to conduct outreach to retailers concerning their requirement to accept bottles in return for the deposit until 02/01/2011. A press release was issued alerting the public that they have 1 week to return any bottles for refund of deposit they paid prior to 12/01/2010. Consumer Deposit Recovery ended on Monday, Jan. 31 at midnight.
7	Retailer Deposit recovery ability ends	3/1/2011 (complete)	390	Development of educational materials began in 7/2010. Education will begin no later than 1/2011. Retailer Deposit Recovery ended on Monday, Feb. 28, 2011.

8	Grant & Loan Program Starts	Early 2011	148	Development of grant/loan criteria began in 8/2010. Stakeholders will be involved in development of criteria. Meeting held with Executive Board of DLLG on 08/12/2010 to discuss potential grant/loan needs. DNREC reps met with full DLLG on 9/19. SHWMB met with the DNREC Financial Services group on 08/19/2010 to go over the development of the loan program. SHWMB met with private haulers on 08/26/2010 to discuss their potential grant/loan needs as well as concerns they are having regarding the 09/15/2011 deadline for residential curbside recycling. The RPAC Grant/Loan Guidance Subcommittee met on 9/29/10 and again on 10/11/10. The Grant and Loan Guidance document was made available for comment by stakeholders and the public. Comments were due to the SHWMB by 11/12/10. Comments were evaluated and a finalized document was approved by the RPAC at the 11/17/2010 meeting. The application and guidance document were finalized and DNREC will accept Grant Applications December 14, 2010 through January 24, 2011. A workshop was conducted on 12/13/2010 and was attended by representatives of municipalities, private haulers and other interests. The SHWMB conducted a second workshop on 01/06/2011 in the DNREC R&R Bldg. Auditorium. The SHWMB developed a FAQ page to address questions raised by potential Grant/Loan applicants and posted that page with the Grant/Loan Application and Guidance on DNREC's recycling webpage. The Grant and Low Interest Loan application review Subcommittee met on February 21 to discuss and rank the grant and loan applications. That information was presented to the RPAC at the 02/23/2011 meeting and approved for recommendation to DNREC. Twenty-three grants and 1 loan received funding through the Delaware Recycling Fund. Contracts for the private waste haulers are being prepared for signature for the awardees of a Universal Recycling Grant.
9	DSWA ceases curbside collection and Hauler/ Municipal Single Family Curbside starts	9/15/2011	71	This is a NO LATER THAN date. DSWA announced on 10/11/10 that it will be out of curbside collection of recyclables by April 12011. Some haulers may not be ready to offer curbside service until 9/15/11. Overlap may require temporary loss of curbside recycling service unless DSWA continues service until 9/15/11. Members of SHWMB met with haulers from the downstate region on 10/20/10 to further discuss single-family single stream recycling implementation. The RPAC Education and Outreach Subcommittee met on 02/14/2011 to continue developing materials for waste haulers to use to educate their customers on single-stream, single family curbside recycling as well as develop a message for DNREC marketing purposes. The Education and Outreach Subcommittee has conducted 4 public workshops for Delaware citizens to provide awareness of the single family single-stream recycling program that will begin rolling out at the beginning of April for many Delaware Residents. Additional sessions will be provided as requested by various communities or as additional programs roll out. DNREC staff continues to develop additional outreach materials.
10	Annual Recyclables Reports commence	2/15/2012	204	Reminder that reports are due will be sent 12/15/2011.
11	RPAC Commercial Report due	11/1/2012	106	Preparation of report will begin no later than 11/1/2011.
12	Multifamily recycling starts	1/1/2013	89	Public/Property Manager education will begin 7/1/2012.
13	Commercial Recycling starts	1/1/2014	109	Development of educational materials and educational sessions will begin 1/1/2013.
14	RPAC Goals Assessment Report due	11/1/2014	212	Preparation will begin 7/1/2014.
15	Bottle Fee ends	12/1/2014	379	An assessment of any remaining funds will be made and a plan for final expenditures will be made if necessary.
16	Grant and Loan Program Ends	2014	149	Comprehensive report will be available via RPAC Annual Report.
17	Diversion Goals tier 1	1/1/2015	195	Status report and recommendations will be available via RPAC Annual Report.
18	Diversion Goals tier 2	1/1/2020	195	Status report and recommendations will be available via RPAC Annual Report.